# CMIPS Hand You:

New Timesheets

&

Payroll Processing for IHSS Providers

# What does CMIPS II mean to IHSS Providers?

- New IHSS timesheet
- New rules for filling out the new timesheet
- New timesheet processing system
- May take longer to get paid

#### New IHSS Timesheet - Front

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

SAN FRANCISCO, CA

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

#### IN-HOME SUPPORTIVE SERVICES (IHSS) INDIVIDUAL PROVIDER INITIAL / REPLACEMENT TIMESHEET

SAN FRANCISCO COUNTY SOCIAL SERVICS AGENCY 1650 MISSION ST SAN FRANCISCO, CA 94103

Record your daily hours and minutes like these samples
Hours Minutes

	nours winutes
Did not Work	
6 Hours 30 Minutes	6 3 0
4 Hours 45 Minutes	4 4 5
10 Hours	10
Total Time	2115

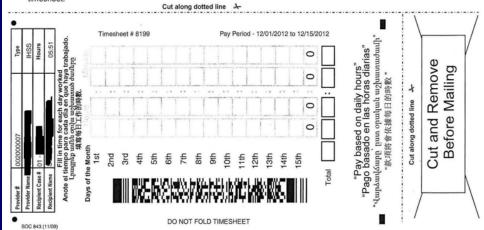
Instrucciones importantes en el reverso

#### Important Instructions

- 1. The person you work for is an IHSS recipient and is your employer. 1. Enter the hours and minutes worked in the boxes
- You are referred to as a provider and are the employee of the recipient.
- This timesheet is only for one pay period and includes those days you may have worked for an IHSS recipient.
- 4. Your employer may have other providers working for him/her.
- It is your employer's responsibility to tell you how many hours you may work during a pay period and what days you are to work.
- Be sure both you and your employer have signed and dated the timesheet.
- At the end of each period, promptly cut out and return the timesheet below to the IHSS Timesheet Processing Facility. Do not submit your timesheet until the end of the period, unless your employment is terminated.
- Mail the timesheet in the return envelope that was included with the timesheet

#### How To Fill In Timesheet

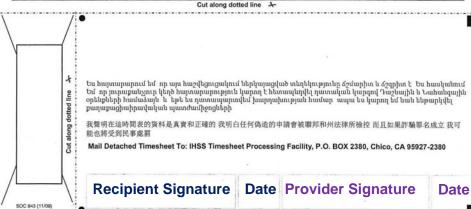
- Enter the hours and minutes worked in the boxes next to the date you worked.
- 2. Only use blue or black pen.
- Do not write on timesheet except in hours, minutes, signature, and date boxes.
- The IHSS Program will not pay over authorized hours.
- 5. Payment will be based on daily hours.
- 6. Do Not cross out or white out on the timesheet.
- Be sure both Recipient and Provider have signed and dated on back of timesheet.
- 8. Do Not fold the timesheet.





#### New THSS Timesheet - Back

#### Cómo llenar el reporte de horas trabajadas Instrucciones Importantes In persona para quien usdel ribabia se la concesi como "seneficiario" (al Finamente la para quien usdel ribabia se la concesi como "seneficiario" (al Finamente la concesi como en la "proveedor" y as el empleado del beneficiario. La ustada se la concesa como el "proveedor" y as el empleado del beneficiario, les er que te de honas trabajacias se a ediamente para un periodo de pago e incluye aquellos diase en que usted puede haber trabajacio para un periodo del ENS. Es poesible que su empleador tença a otros provvedorse que estér intebigindo para la provincia de la concesión del concesión de la concesión del conce Anote las horas y mínutos trabajados en las casillas al lado de la fecha en que trabajó. Solamente use una pluma con tinta azul o negra. Solamente escriba en las casillas para horas, mínutos, firma y fecha del reporte de horas trabajadas of o ella. El Programa de Servicios de Apoyo en el Hogar (IHSS) no pagará más de las Es la responsabilidad de su empleador decirle cuántas horas usted puede trabajar Es la responsabilidad de sa deripietador decirios custats notas usado puede dad durante un período de pago y que días debe trabajar. Asegúrese de que los dos, usted y su empleador, hayan firmado y puesto la El pago estará basado en las horas diarias. fecha en el reporte de horas trabajadas. Al final de cada periodo, rápidamente separe el reporte de horas trabajadas del No tache ni use corrector blanco en el reporte de horas trabajadas. Asegúrese que el beneficiario y el proveedor hayan firmado y puesto la resto de esta hoja y envisio a Central Timesheet Processing Facility (el establecimiento central donde procesan los reportes de horas trabajadas). No presente su reporte de horas trabajadas hasta el final del período, a fecha en el reverso del reporte de horas trabajadas. No doble el reporte de horas trabajadas menos que su empleo haya terminado antes. Envie por correo el reporte de horas trabajadas en el sobre incluido con el reporte Կարևոր ցուցմունքներ Ինչպես լրացնել ժամանակացույցը 1. Այն անձը որի համար Դուք աշխատում եք IHSS-ի նպաստընկալ է և Ձեր Ներմուծեք աշխատած ժամերն ու րոպեները ձեր աշխատած օրվա ամաաթվի կողբը՝ քառակուսու մեջ։ Օգտագործեք միայն կապույտ եւ սեւ գրիչ։ Մի գրեք ժամացուցակի վրա, բացի ժամերից, րոպեներից, Որ գրեք փամ ասխտակացրեք ծամացուցակի վրա։ Կորադարդային եր ասմաացիեց ծամացուցակի վրա։ Մի գծեք կամ ասխտակացրեք ծամացուցակի վրա։ Մի գծեք կամ ասխտակացրեց ծամացուցակի վրա։ շեր գործատիրոշ պատասխանատվությունն է Ձեզ ասել, թե քանի՞ օր եք աշխատելու վճարման շրջանում և ո՞ր օրերին եք աշխատելու։ Սսուգեց, որ և Դուք և՝ Ձեր գործատերը ստորագրել ու թվագրել եք Համոզված եղեր որ եւ սպասարկողը, եւ ստացողը ստորագրեն եւ ամսաթիվը նշեն ժամացուցակի ետեւում։ Յուղաբանակարգը: Յուղաբանիայությանի ավարտին, անմիջապես կտրեք ու վերադարձրեք ներքևի ժամանակարգույց: Պաշվարկման Կենտրոն: Մի հանձնեք Ձեր ժամանակարույցը մինվ», շրջանի ավարտը, բացի եթե Ձեր գործի շրջանը ավարտվել է: ժամանակացույցը փոստով ուղարկեց նրան կից ժոպում։ s. Մի ծալեք ժամացուցակը։ 如何填寫時間表 如何填寫時間表 1. 在你工作日期旁的方厘填寫工作的時數和分錄。 聘用你工作的人是HSS計劃的接受者, 並且是你的僱主. 你被稱為服務提供人並且是接受者的僱員。 只能使用蓝色或黑色调筆。 除了在時數、分號。簽名。和日期的方便外,不要在時間表 迪時間表只服示一個發霧期,包括你可能替其他HSS計劃 的接受者工作的日子。 其它地方書寫. 4. IHSS計劃不會支付多過特許的時數 你的僱主可能有其他的服務提供人替他工作. 你的催主有责任去送知你發著期間的工作時數。和什麼時間工作。 款均將會依據每日的時數 6. 確定你和你的僱主在時間表簽名和填上日期. 不要在時間表上限制或使用徐改海 發霧期間結束時, 曲快剪下和客回下面的時間表到中央處理 確定接受者和服務提供人在時間表背面簽名和填上日期。 所,除非你的工作被終止,請勿在發薪期間結束前寄回時間表, 8. 請勿獨疊時間表 速回時間表, 客回付上的回郵值封,





# What is new about timesheets?

Old way: time recorded in decimals

NEW WAY: TIME RECORDED IN HOURS AND MINUTES

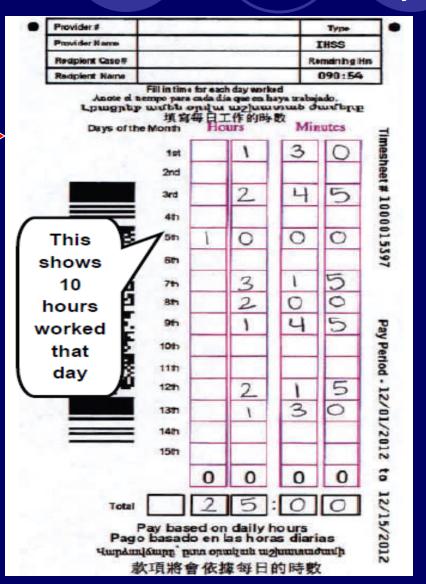
Record your daily hours and minutes like these samples							
	Hours		, .		Minutes		
4 Hours 45 Minutes		4	:	4	5		
6 Hours 30 Minutes		6	:	3	0		
10 hours	1	0	:				
Total Time	2	1	:	1	5		
			· ·				



### What is new about timesheets?

Old way: Days marked on timesheet horizontally

NEW WAY:Days marked on timesheet vertically

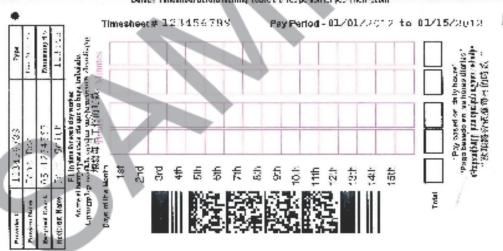




#### New Timesheet - Front This is a sample - DO NOT USE

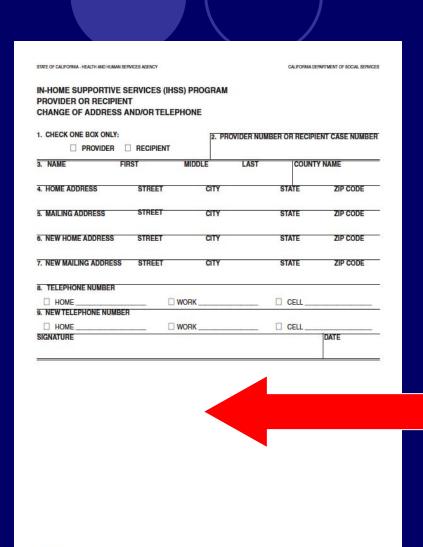
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### What is new about timesheets?



SOC 840 (1012)

- Old way:
   Address/telephone changes
   marked on timesheet
- NEW WAY:
   ADDRESS/TELEPHONE
   CHANGES CANNOT BE
   MARKED ON TIMESHEET
  - COMPLETE CHANGE OF ADDRESS AND/OR TELEPHONE FORM
    (SOC 840), THEN MAIL TO:
    CONTRA COSTA COUNTY
    IHSS PUBLIC AUTHORITY
    500 ELLINWOOD WAY #110
    PLEASANT HILL, CA 94523



# How to get Change of Address and/or Telephone Form

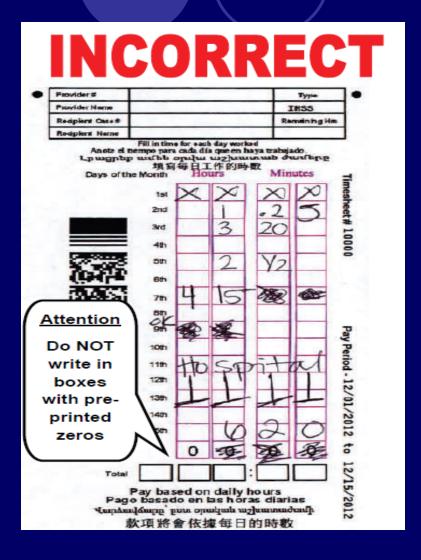
 Come to IHSS PUBLIC AUTHORITY 500 ELLINWOOD WAY #110 PLEASANT HILL, CA 94523

Call (800)333-1081

- Old Way: Timesheets processed by CONTRA COSTA COUNTY IHSS Payroll staff
- New Way:
   Computer scanners
   will process
   timesheets at a
   Chico, CA. facility



 All CMIPS II timesheets must be mailed to the timesheet processing facility in Chico, CA



- Computers cannot read timesheets like people can
- Computers will reject timesheets it can't read
- IHSS providers must fill out new timesheets VERY CAREFULLY to avoid payment delays





- Computer will send images it can't read to CONTRA COSTA COUNTY IHSS Payroll staff to analyze problem
- IHSS Payroll Staff will try to resolve payment issue and submit timesheet for payment
- If IHSS Payroll staff can't pay the timesheet the IHSS provider will be notified by letter.
- Provider will receive:
  - Notification as to why timesheet rejected
  - Image of timesheet
  - A replacement timesheet



# How long will it take to be paid?

- Paychecks will still be issued within 10 working days once Chico facility receives timesheet
- Paychecks will continue to be mailed from Sacramento (Paycheck will be mailed within 2 – 3 days after payment information has been entered into CMIPS system)



# Why the new system may take longer to pay you

- When system changes, we can't work on timesheets for 3 working days
- Mailing timesheet to Chico instead of Pleasant Hill
- Computers will send images they can't read to CONTRA COSTA COUNTY, which will delay payment
- Other problems we don't know of yet



### Questions about timesheets or paychecks?

- Call IHSS Provider Payroll Unit
  - O 1-877-335-2171
  - They will be able to answer questions about whether timesheet has been scanned and whether paycheck has been issued
- Call IHSS Public Authority if you are unable to reach an IHSS Payroll Representative
  - 1-800-333-1081

Social Workers cannot answer questions about timesheets or paychecks.



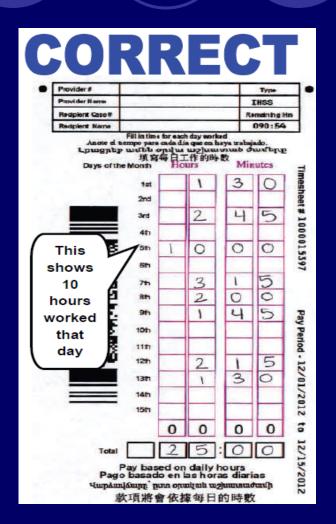
# What YOU can do to prevent delays

- Get Direct Deposit!
  - OCall 1-866-376-7066
- Don't mail timesheet until you have completed all work for pay period – otherwise it will be REJECTED

Be CAREFUL when filling out timesheet –
 please refer to Timesheet Do's and Don'ts

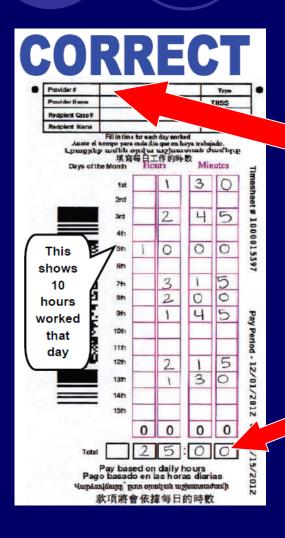
# The RIGHT way to fill out the new timesheets

- Use black ink only
- Put single digits in a box
- Only fill out boxes for days you worked
- Use hours and minutes instead of converting time to decimals





# The RIGHT way to fill out the new timesheets

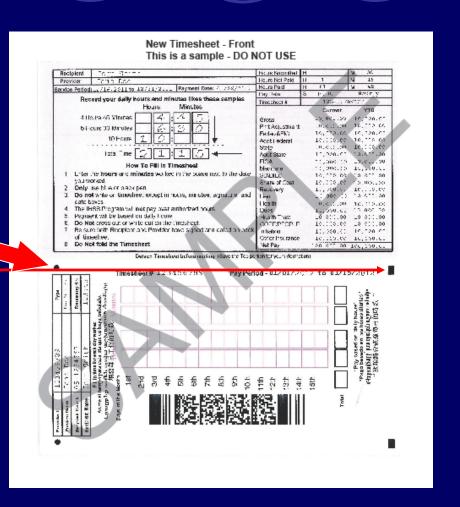


- Fill out timesheet right side up, with the provider number box on top
- Provider and recipient must sign and date the back side
- YOU CAN LEAVE
  TOTAL HOURS BLANK

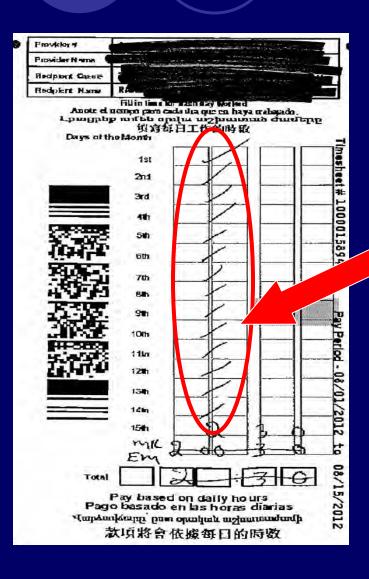


# The RIGHT way to fill out the new timesheets

- Detach paystub from timesheet before putting in envelope
- Computer will
   not process
   timesheet with
   attached paystub

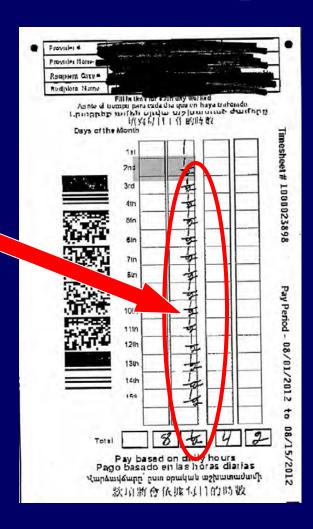






•Writing in boxes that you didn't work

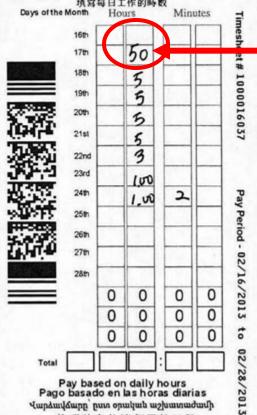
Putting fractions in a box





Provider #	Туре
Provider Name	IHSS
Redpiert Case 6	Remaining Hrs
Redpiers Name	041:36

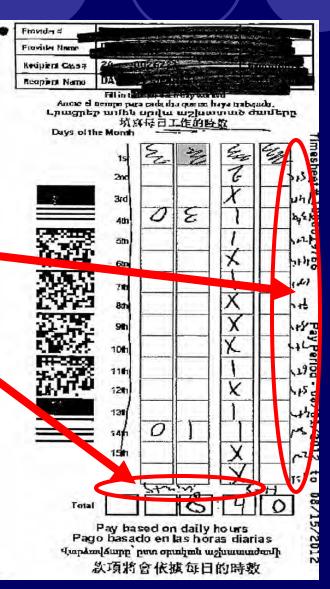
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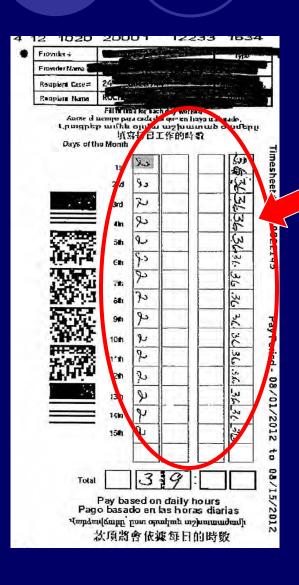
Վարձավճարը՝ ըստ օրական աշխատաժամի 款項將會依據每日的時數

Putting two digits in the same box

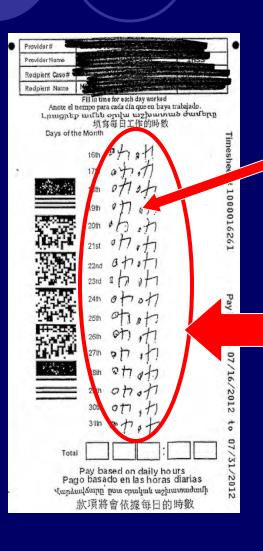
Writing outside the boxes





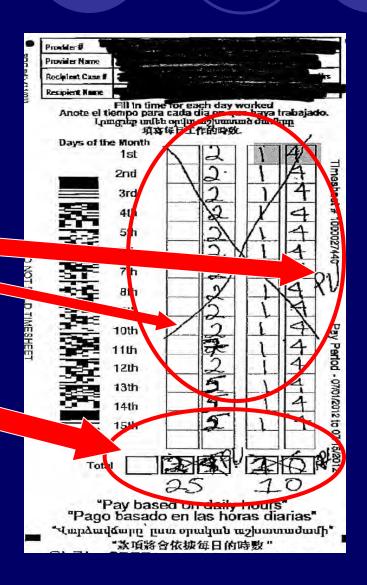


Writingsideways in the boxes



- Filling outboxes as decimals
- Filling outnumbersupside down

Writing things other than numbers in boxes







- Writing over the bar code
- Writing overmistakes orusing whiteout

- Including sticky notes or other things in timesheet envelope
- Using pencil, red or blue ink, gel pens, or glitter pens
- Folding the timesheet

# Tips to Remember

- Remember: A computer needs to be able to read the numbers on the timesheet
- Remember: Total hours do not need to be completed
- Remember: Both recipient and provider must sign and date timesheet after work is completed
- Tip: First write hours and minutes on a practice timesheet, then transfer the information to timesheet



- New timesheets read by computer in Chico
- It will take up to 10 days to process timesheets and 2-3 days to mail paychecks
- For help, call IHSS Payroll at 1-877-335-2171.
- AVOID MISTAKES practice filling out timesheet before completing on real timesheet



# Thank you

 Contra Costa County would like to thank San Francisco County for sharing this power point presentation.